

Curriculum vitae

Michelle Ryder

Name	Michelle Ryder	Status	Married		
Date of birth	07/02/74	Address	28 Lye Valley, Headington, Oxon. OX3 7EP		
Sex	Female	Mobile	0796 986 9760	Home	01865 766338

Web presence www.michelleryder.net

Key skills

Computer Literacy

Microsoft Excel	Microsoft Word
Microsoft PowerPoint	Microsoft FrontPage
Microsoft Access	using the internet
any Microsoft windows software package	e-mail packages
Standard databases	SPSS statistics software

Academic and learning ability

excellent grades at secondary and tertiary level
ability to grasp a topic in a 9 week term

Writing excellence

***publication** in refereed scientific journal
experimental reports and essays, in groups and individually
large project reports (10,000 words) completed individually

Oral communication talent

****winner** of the best postgraduate presentation at an international academic conference
given lectures, in groups and individually, to large and small audiences
conducted tutorials, discussing issues and ideas in small groups
PGCE qualification and tertiary teaching experience mean that I am able to communicate effectively with people of all ages and backgrounds.

Special qualities

Customer focussed
Have a caring attitude towards other individuals
Independent worker with a team focus
accurate scientific technique and am methodical
ability with statistics and an eye for detail
I am organised and am able to research any topic using the web, books and journals.

* RYDER, M., GERARD, F., EVANS, D.E. & HODSON M.J. (2003). The use of root growth and modelling data to investigate amelioration of aluminium toxicity by silicon in *Picea abies* seedlings. *Journal of Inorganic Biochemistry*. 97: 52-58

** Best Postgraduate Presentation Winner. Fifth Keele Meeting on Aluminium, February 2003

Employment experience

Academic Programmes Administrator

September 05- (Current Position)

Oxford Brookes University (OBU) Departments of Computing and Mathematical Sciences, Wheatley, Oxford

P.A. to Heads of Computing and Mathematical Sciences

September 04 – September 05

Address as above

Administrator Contracting

June 04 - September 04

OBU Continuing Professional Development Dept., Westminster College, Oxford

Statistical Assistant Contracting

March 04 - June 04

Thames Valley Police Performance Information Department, Kidlington, Oxford

Research Assistant

2000 - 2004

Oxford Brookes University School of Biological and Molecular Sciences, Oxford

PT Demonstrator

OBU School of Biological and Molecular Sciences

PT Disability Support Worker

OBU Department of Student Services

Web Developer Contracting

April 2000 – October 00

(prize winning "Online" intranet team) Telewest (Cable Television), Woking, Surrey

Administrator Contracting

January 2000 – March 00

Proctor and Gamble Oleochemicals Europe, West Byfleet, Surrey

Secondary Science Teacher - 11-16

September 1999 - December 2000

Broadwater School, Farncombe, Surrey

Education

Executive MBA 2005 – have passed year 1, and am entering the second and final year,

Oxford Brookes University, Business School, Wheatley, Oxfordshire

Research Studentship, 2000-2004, Oxford Brookes University, Oxford

Aluminium and silicon interactions in *Picea abies* (the Christmas tree)

PGCE in Secondary Science specialising in Biology, 1998-1999, Reading University

M.Sc. in Plant and Fungal Taxonomy, 1996-1998, Reading University

B.Sc. in Environmental Biology 2:1 first borderline, 1993-1996, Oxford Brookes University

A Levels, 1990-1993: Geography, Biology, Chemistry, Didcot Girls School, Didcot

GCSEs, 1985-1990: Biology, Geography, Physical science, Religious studies,

Home Economics, English, Mathematics, French, Cranford House School, Moulsoford

Additional employment information

Research Assistant / Studentship Oxford Brookes University

- Accurate data entry and management of large data sets
- Advanced statistics and graphical presentation of data
- Award winning oral communication of research
- Laboratory experience including plant culture and electron microscopy
- International collaboration with other academics in France, USA etc.
- Publication in refereed scientific journal

Web developer Telewest

- Working as part of the award winning OneLine intranet team
- Web authoring and design
- Requirements specification and liaison with internal clients

Secondary science teacher Broadwater School

- Innovative, inventive and engaging presentation skills
- Designing course material
- People management skills - pupils, parents and colleagues

Pharmacy assistant Boots the Chemists

- Careful sale of medicines, including the giving of advice on dosages and contra indications.
- Filing of prescriptions
- Handling large sums of money and using till
- Dealing with difficult customers
- Working individually on my own initiative, as part of a small pharmacy team, and as part of the whole store
- Supervising new staff members
- Receiving phone calls at the pharmacy

Sales assistant-Multimedia and sounds WH Smith

- Use of till and handling money
- Handling customer orders
- Dealing with customer telephone enquiries
- Refilling shelves according to a store plan

Lifeguard

- Life saving qualification Bronze Medallion
- Working individually and as part of a small team to supervise swimming pool safety
- Handling potentially dangerous incidents